

JOB DESCRIPTION

Cumberland County School District

MAINTENANCE SUPERVISOR

Purpose Statement

The job of Maintenance Supervisor was established for the purpose/s of directing maintenance services; providing information and serving as a resource to the Chief Financial Officer and others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervising and directing assigned staff.

This individual reports to Chief Financial Officer

Essential Functions

- Designs and supervises the physical plant maintenance system to include preventative programs, long-range plans and emergency requirements.
- Establishes job descriptions and job specific evaluations for all maintenance employees.
- Responsible for assessing, prioritizing, assigning, and scheduling work orders.
- Supervises and coordinates worker activities while engaged in replacing, maintaining and repairing utility systems and physical structures.
- Oversees all construction projects and inspects completed work for conformation to blueprints, schedules, work orders, specifications and safety.
- Develops and conducts training on selected systems and maintenance requirements for lead custodians. Inspects performance and monitors compliance with maintenance aspects of their jobs.
- Prepares reports on expenditures of man-hours and materials.
- Works in coordination with the Assistant Superintendent of Human Resources to identify personnel needs and recruitment strategies, and recommend applicants for employment.
- Approves requisitions for purchase of all maintenance supplies, tools and equipment in accordance with established school system policies and procedures.
- Responsible for the development and implementation of safety practices and procedures.
- Responsible for training, evaluating, and scheduling all maintenance personnel.
- Review and update short-term and long-term maintenance plans.
- Supervise asbestos inspection and compliance.
- Accompany Fire Marshall, OSHA, and ADA Alarm and Security, and TNRMT inspector on school inspections and insure compliance with all regulations.
- Assist Principals and Custodians with emergency work orders at all schools.
- Develops, submits, and coordinates the budgets for operations, maintenance, and capital outlay. Assists in the preparation of specifications and bid requests.
- Communicates with principals regarding projects and work orders at each school.
- Attend Building and Grounds Committee meetings and provide updates and requested information on projects, bid items, and needs of the school system.
- Evaluate the Maintenance Department and report to the Superintendent and Board of Education twice yearly, before December 31, and June 30 of each school year.

- Assigns work, advises any change of procedures or requirements and is available for assistance as required.
- Assigns work in terms of project objectives and basic priorities and is available to subordinates for consultation in resolving issues and checking progress until completed.
- Overall programs are reviewed to determine that the objectives of Board of Education policy and Superintendent's guidance are in compliance. State and Federal requirements will be evaluated for compliance in all areas of responsibility.
- Responsible for the direction, control, and planning for day-to-day operations of the Maintenance Department.
- Serves as a principle advisor to the Superintendent on Maintenance issues.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.

KNOWLEDGE and experience in construction, building contracting, or building equipment maintenance to be considered proficient. Practical experience in carpentry, plumbing, electricity, refrigeration and heat/air conditioning is essential. A professional knowledge and understanding of ADA and OSHA Compliance, budgeting, safety, planning, scheduling and supervision of personnel. Not less than a high school education with related private sector experience. Professional knowledge of building codes, ability to read schematics, technical manuals, handbooks and operating manuals.

COMPLEXITY will be involved in the maintenance of the equipment, grounds, buildings, and other physical plant resources of the school system. It will involve planning, scheduling, recruitment, budgeting, safety, purchasing, contracting, record keeping and interface with all school divisions. It will require planning for preventive maintenance, long-range programs and emergency requirements for all buildings and grounds in the school system. Often be required to depart from past techniques and develop solutions incorporating new techniques, technology and procedures.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The work is often sedentary; however, some lifting, walking, bending, climbing and driving are required to adequately supervise work in progress and planning for future requirements. The work is performed in office setting and work sites in and on buildings to include the grounds of system buildings. Must meet health and physical requirements of the job.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job related area preferred, however not required.

Equivalency None Specified

Requirement

Alcohol and Drug Test

This is a certified or non-certified position.

Continuing Educ. / Training

Successful completion of training toward licenser and/or certification in various areas of construction trades and maintenance practices

Certificates & Licenses

Valid Tennessee Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Exempt

Approval Date

Salary Grade